

MINUTES OF MEETING----- January 5, 2015
APPROVED----- (Unapproved)

Chairman Goddard, Selectmen Schofield and Reil, and Town Administrator Newman are present in the Upper Town Hall, Mendon.

Chairman Goddard called the meeting to order at 7:07 p.m.

Selectman Reil made and Selectman Schofield seconded a motion to approve the regular session meeting minutes of December 8 & 16 as written. Selectman Schofield noted that on page 2, first paragraph, last line of the December 8 minutes, 'Goddard' should be 'Schofield'. **Selectman Reil amended the motion to approve the minutes of December 8 and December 16, 2014 as amended. The motion carried unanimously as amended.**

Selectman Reil made and Selectman Schofield seconded a motion to approve the release of the following executive session minutes for:

Jan. 7 & 22, 2013

Feb. 26, 2013

April 17 & 23, 2013

May 6 & 21, 2013

July 15 & 29, 2013

Aug. 12, 2013

Sept. 9, 2013

Feb. 3, 10 & 24, 2014

March 10, 2014

April 7, 2014 - 7:11p.m.

April 7, 2014 - 8:40 p.m.

The motion carried unanimously.

Selectman Schofield referenced a brochure emailed to the Selectmen regarding pipeline safety. He requested a Mendon map showing the pipeline's location and provided it for Selectmen and Ms. Newman.

Chairman Goddard announced that someone has resigned from Library Building Committee. Mr. Morin, Taft Library Building Committee member, said the committee does not have someone in mind as a replacement. He mentioned that the committee is happy with nine individuals and agreed the odd number makes voting easier.

Jean Berthold, Principal Assessor, and Linda Hawkes, Treasurer/Collector, joined Selectmen for their quarterly financial update. Jean discussed the estimated and actual receipts. The end of December meals tax disbursement has been received since the Actual FY15 report was printed. It is now \$65,000. Selectman Schofield would like to be able to compare where receipts were at this time last year. Ms. Hawkes noted last year meals tax receipt was at \$58,400. She is surprised fees collected are low. She also said that stock fund liquidation made money. Chairman Goddard would like to see written public safety receipts from the Chief at his next update with the board. Selectman Schofield asked Ms. Berthold for the Explanation of Estimated Receipts electronically. *Action: Chairman Goddard will give the spreadsheet he developed for tracking receipts to Ms. Newman.* She can work with the Town Accountant to get data for expenses, revenue and liquidity. Chairman Goddard said he is also interested in other data that was not documented tonight. Ms. Hawkes reported that receipts are at between 97 & 98 percent. She doesn't feel there is a need for short-term borrowing. She explained that MURSD has been cooperative if their check needs to be held for a couple of days or weeks. Chairman Goddard explained that the requested reports will help with the decision making process--planning for what will

be on Special Town Meeting Warrants. Ms. Berthold wants to make sure online property tax records are on the departmental wish list.

Don Morin and Mary Bulso, Taft Library Building Committee Project Manager, reported that they met with their architect completed the 50-percent design phase mid-December. There is an estimated \$80,000 gap between the cost estimate and funds available. At the end of January they will have the 100 percent-design cost. The Friends of the Taft Library created a fund raising campaign with naming rights. They would like to put it in the Town Crier. Mr. Morin is looking for direction as to whether they should note the amount of gap in the flier. They have been able to control costs by having flooring donated. Ms. Bulso explained that they are looking at reducing costs by reducing landscaping, getting donated shelves from the Boston Public Library and including add-alternates in the bid request. \$1.87 million was available for the project which includes \$250,000 for contingency. They hope to have bids in by mid-February or March. Therefore, they would like to know as soon as possible what donated funds will be available to be able to move the project forward and include add-alternates, if feasible. Mr. Morin and Ms. Bulso said they are confident that the building will be able to be finished if \$80,000 was donated. Value engineering has been done and donations have already been expected. The Worcester County Sheriff's Department and Blackstone Valley Vocational Technical High School did the demolition which uncovered issues that can be addressed and included in budget. Selectman Schofield estimated there is \$163,000 in the free cash account. Ms. Newman noted there are other projects to be done. *Action: Mr. Morin will send him their budget which will show shortfalls.* Chairman Goddard did not like the idea of naming rights. He would rather have the trustees recommend names based on historical aspects. The Committee's thought was to have a plaque saying a room was funding with support from whoever donated. Discussion continued regarding the monetary goal of the fundraising effort. Selectmen agreed that they should aim for raising \$100,000. Ms. Bulso mentioned that one of the add-alternates that they could consider is for upgraded siding. Selectman Schofield did not want the quality of the siding compromised. Selectmen agreed they liked the flyer. Mr. Morin said the rectory is not budgeted. The garage is also part of the rectory. It does not have water, heat or electric. The Friends will handle fundraising as a 501c3. They will have progress and goals on their web site.

Selectman Reil had question from a resident regarding ethics of Lawney Tinio's appointment as a Zoning Board of Appeals alternate as his family has an interest in a construction business. Selectman Reil will check with town counsel to address the concern. *Actions: Determination will be put on the agenda for the next Selectman's meeting. Ms. Newman will ask Attorney Mangiaratti on Wednesday when she sees him.*

Selectman Schofield said there is a high likelihood for grants to put water and sewer on Route 16. The master plan has it listed as part of their plan. He would like to investigate how much funding would be available through the Blackstone Valley Chamber of Commerce. Ms. Newman said she contacted Jeannie from the Chamber. She will continue her discussion. She will also speak to Ms. Scrivens, Central Regional Director, Massachusetts Office of Business Development. Selectman Reil suggested talking to Susan Connors, DEP, who may be aware of grants. *Action: Chairman Schofield directed Ms. Newman to do research and schedule a future meeting with Planning and Zoning Boards on a different night than a BOS meeting and meet in Upper Town Hall so it can be televised.*

Selectman Reil made and Selectman Schofield seconded a motion to authorize Kimberly Newman, Town Administrator, to sign the Parkland Acquisitions and Renovations for Communities Program Project Agreement. The motion carried unanimously. Mr. Byer said this is the formal

contract for the State grant the Town was awarded for the Tennis Courts. The funding is available as of July 1.

Members reviewed dates for upcoming meetings to accommodate requirements for the Special Town Meeting. Selectman Schofield will be unavailable the week of February 9th, and the 26th and 27th. They agreed to meet February 2nd and 17th. Ms. Newman confirmed that individuals were asked to submit articles early. The warrant can be signed on the 17th. The 23rd can be a fallback date if it is not signed on the 17th. The first March meeting will be the first Monday of that month. Ms. Newman said the Finance Committee will be meeting every other Wednesday for departmental reviews of the budget. *Action: Ms. Newman to inform Chris Burke, Finance Committee Chairman that the Selectmen would like his committee's comments, concerns and approval of the money articles on the special town meeting warrant prior to the 17th.* Ms. Newman expects they will be ready for review by February 4th. Chairman Goddard suggested the articles can be in spreadsheet form, not formatted for the warrant, for the Finance Committee's review.

Ms. Newman asked to get a sense of where the Selectmen want to invest dollars to guide the budgeting process. She met with all departments and she has a list of their needs with most of the detail. She doesn't feel it's possible to rank them today but would like a sense of what they would like. They include capital and operational budget items. Chairman Goddard also asked for a multi-year view of all needs. He would also like to see returns on investments and benefit of each item. Ms. Newman explained there is a temporary payroll position on the list for a backup person. The Accountant's estimate is \$3500. Ms. Newman noted that the Accountant has done an excellent job to make sure everything is in place during her absence; however, she feels someone who is on staff permanently should be trained to see if that is feasible instead of funding from an outside source. She does not know if any additional hours would be needed if someone in the Treasurer/Collector's office were to serve as a backup. This is an item she feels should be prioritized and would like to try accommodating in-house first and not have to necessarily fund it. Selectman Schofield would like to know the cost of outsourcing payroll. Chairman Goddard requested one picture showing a multi-year capital and operational budget list with benefits and returns on investments. Ms. Newman noted that some items will increase efficiency such as permitting software and increased hours in departments. Chairman Goddard agreed that increasing efficiency and services for residents is important. Ms. Newman noted that the budgets are level funded. Based on recent developments, additional money will be needed for town counsel. This could be addressed at a special town meeting later in the fiscal year, if necessary. *Action: Discussion of consolidated list of needs, including enhanced services, to develop a prioritized list should be on the next agenda.*

Ms. Newman reported that ground rules for contract negotiations are starting this week. She is planning to have town counsel come to the meeting on the 20th to discuss process. Future meetings will be broken up into individual bargaining teams. She and the Police Chief are planning to discuss the status of the police trailers on January 20th meeting. At that meeting she will also have potential building renovation projects' estimates.

Chairman Goddard made and Selectman Reil seconded a motion at 8:34 p.m. to enter into Executive Session M.G.L. C.30A Sec.21 to consider the purchase of 43 Quissett Road as an open meeting may have a detrimental effect on the negotiating position of the Board of Selectmen and I so declare. A roll call vote is needed. Goddard-aye Schofield-aye, Reil-aye.

Selectman Reil made and Selectman Schofield seconded a motion to adjourn at 9:10 p.m. The motion carried unanimously.

Respectfully submitted,



Diane Willoughby
Administrative Assistant

Documents Discussed located in 'Administrative Secretary's' Office:

Regular Session Meeting Minutes of December 8 and 16, 2014

Executive Session Meeting Minutes of Jan. 7 & 22, 2013, Feb. 26, 2013, April 17 & 23, 2013, May 6 & 21, 2013, July 15 & 29, 2013, Aug. 12, 2013, Sept. 9, 2013, Feb. 3, 10 & 24, 2014, March 10, 2014

April 7, 2014 - 7:11p.m., April 7, 2014 - 8:40 p.m.

Explanation of Estimated Receipts

Actual FY15 (Receipts)

Parkland Acquisitions and Renovations for Communities Program Management Agreement and Contractor Authorized Signatory Authority Listing

Departmental Asks, January 5, 2015

Gas Pipeline Map